

Indiana Department of Revenue**Office of The Taxpayer Advocate****Offer in Compromise Instruction Sheet**

Please be certain to include the following items that are applicable to your situation:

- ____ 1) Taxpayer name, address, social security number, taxpayer identification number, federal identification number, and liability and/or warrant number(s).
- ____ 2) A specific amount that you are able to offer
- ____ 3) An explanation of where the money is coming from to pay the amount offered.
(i.e. credit cards, friends, relatives, loans, etc.)
- ____ 4) A letter of Circumstance with answers to the following questions:
 - ____ a) What circumstances prevented you from paying the taxes?
 - ____ b) What circumstances are preventing you from paying the full amount now? (Include documentation of loan denials and any other information to support your offer).
- ____ 5) Enclose a physician's statement (if applicable). This statement must include diagnosis and prognosis.
- ____ 6) If you have submitted an Offer in Compromise to the IRS for this situation, include documentation from the IRS showing their decision. It must include the amount due, amount offered and the amount accepted.
- ____ 7) If a Power of Attorney (POA or POA-1) is involved a copy must be included.
- ____ 8) If the liability(ies) is in the name of a business that remains open, please provide the following:
 - ____ a) The businesses last three years of financial statements
 - ____ b) Proof of borrowing power
 - ____ c) Each Owner/Officer must provide a completed financial statement (Form FS-1).
- ____ 9) If you have filed for Bankruptcy, the Office of The Taxpayer Advocate can only assist you upon approval from the Department's Bankruptcy Section. If this situation applies to you, the following must be included:
 - a) Filing Statement or;
 - b) Discharge of bankruptcy